

APR 21 2008

Subject

**M e m o r a n d u m**

Date: April 8, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Redwood City Area

File No.: 330.10899.08-092

Subject: DIVISION FOCUS: OCCUPATIONAL SAFETY

Redwood City Area has an Area Occupational Safety Committee as required by the Department. The commander routinely attends all Division Occupational Safety Meetings and provides regular updates and feedback to all Area personnel via email messages, staff meeting agenda items and quarterly training day updates.

Redwood City Area has a very young and inexperienced staff including both uniformed and non-uniformed personnel. As such, the commander has taken extra time to remind employees of various safety issues relative to their work-place. For example, the commander routinely discusses safe patrol vehicle operations with uniformed officers. Sergeants are required to conduct ride-alongs to reinforce safe driving. Officers involved in patrol vehicle collisions are counseled by the commander. Non-uniformed employees are routinely reminded about work-space safety issues such as proper ergonomics.

At the beginning of 2008, Redwood City Area implemented a new program called Drive Safe. All officers must participate. Officers with over two years on the job act as Team Leaders and officers with less than two years on the job are team members. Weekly during briefings, the supervisors call for a team meeting. Officers are put in small groups with a team leader and several team members. Each group discusses recent patrol car collisions or incidents involving potential injury situations. Officers are encouraged to critique and learn.

The administrative lieutenant works closely with Area's maintenance employee and automotive technicians to ensure workplace safety is a number one priority. Employees are provided with safety equipment including gloves and respiratory masks as necessary, and employees are routinely reminded of appropriate procedures for working with toxic substances including pesticides, cleaning liquids, oil and gasoline.

Redwood City Area is committed to maintaining a safe work environment for all employees and guests visiting the Area. Area management believes it has placed sufficient procedures in place to ensure overall safety for all. Area will continue to closely monitor and adjust as necessary any and all safety related issues to ensure a safe workplace.

  
B. T. LOTT, Captain  
Commander

Date: April 7, 2008

To: Golden Gate Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Golden Gate Communications Center

File No.: 318.A7409.10224

Subject: DIVISION FOCUS MEMORANDUM – MARCH 2008 EVALUATE  
OCCUPATIONAL SAFETY PROCEDURES AND PRACTICES -

As requested, this memorandum outlines the Division Focus recommendation for March 2008 which requires Areas to evaluate occupational safety procedures and practices. Our management and supervisory staff at Golden Gate Communications Center (GGCC) have been diligent in their efforts to assist Golden Gate Division in accomplishing the goal towards occupational safety procedures and practices.

GGCC has an Area Occupational Safety Committee whose members meet with the Commander on a quarterly basis to discuss concerns. Additionally, GGCC participates in the quarterly Division Occupational Safety Committee meetings.

GGCC's supervisors discuss the Occupational Safety goals set forth by the Department with employees during annual performance evaluations. Briefings are utilized to facilitate discussions regarding the importance of working safely. An occupational safety tip is documented on each Public Safety Dispatcher each month. Additionally, supervisors document two occupational safety efforts on their Supervisor's Monthly Job Performance Summary.

In March GGCC was recognized by the Governor's Employee Safety Award Committee and will be receiving a group award in August for our proactive Occupational Safety Ergonomic Educational class.

GGCC has an Occupational Safety Bulletin Board located outside the employee's briefing room. Occupational Safety reminders are posted on this board.

Patron 2. Aher  
For

A. T. PACHECO, Captain  
Commander

**M e m o r a n d u m**

01-04

Date: April 8, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Contra Costa Area

File No.: 320.12994.10458

Subject: MARCH 2008 DIVISION FOCUS: OCCUPATIONAL SAFETY

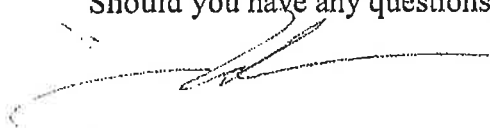
The Contra Costa Area personnel, both uniformed and non-uniformed understand the importance of occupational safety.

The Area supervisors and managers have taken a proactive approach in promoting a safe working environment. This is accomplished by continually encouraging and educating all employees not only to work safely but to be cognizant of any unsafe practices by other personnel. Further, safety issues are constantly discussed in formal forums such as briefings and training days. It is also discussed in casual conversations by all personnel. Further, the Area ensures occupational safety bulletin board's information is current.

The Area has had great success in reducing injured personnel that are placed on 4800 time. In 2007 the Contra Costa Area had a high of eight personnel listed on the CHP 121D in contrast to one in 2008. This is a direct result of each personnel taking responsibility in creating a safe working environment.

Additionally, an Area Advisory Committee (AAC), which is comprised of uniformed and non-uniformed personnel, has been established to ensure occupational safety information and concerns are addressed at all levels. The occupational safety coordinator is a member of the AAC who disseminates information received from the DOSC meetings. The information received is then provided to all Area personnel followed by a discussion to ensure there is a clear understanding by all personnel.

Should you have any questions, please contact Sergeant Barruel at (925) 646-4980.



J. U. CAHOON, Captain  
Commander

*Safety, Service, and Security*

**M e m o r a n d u m**

Date: March 26, 2008

To: Golden Gate Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Napa Area

File No.: 325.12135.12483

Subject: GOLDEN GATE DIVISION FOCUS 2008 - OCCUPATIONAL SAFETY

The following is the Napa Area command's evaluation of its occupational safety procedures and practices for 2008:

**1. GOALS AND ACCOMPLISHMENTS**

*1.a Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Chapter 13?*

The Area command's occupational safety program and goals are shared with all of its employees through briefing items, training days, posted minutes and safety posters, and annually at each officer's annual appraisal.

The Area Command Occupational Safety Committee (COSC) has been extremely proactive in attaining the command's occupational safety goals this year. The COSC has thus far been successful in this endeavor as the command's preventable patrol car collisions, preventable motorcycle collision, and preventable disabling injuries are currently below the annual goal.

**2. PARTICIPATION**

*2.a.(2) What is the commander's attitude regarding occupational safety?*

The Area commander wholeheartedly supports the Department's philosophy on occupational safety. The commander consistently participates in all aspects of the COSC and is extremely proactive in mitigating any potential hazards that arise.

*Safety, Service, and Security*

### 3. ACCIDENT AND INJURY TRENDS

#### *3.a. Commander's method of identifying trends?*

The Area commander strives to identify any potential collision and/or injury trends on an ongoing basis. The commander conducts this focus at quarterly COSC meetings, Area staff meetings, and through personal observations. Accident and/or injury trends are addressed immediately through counseling, documentation, remedial training, etc.

### 4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)

#### *4.a. What is the composition of the COSC?*

The Area COSC is comprised of members of each bargaining unit and all levels of the chain of command.

The Napa Area is committed to the Department's occupational safety program and consistently strives to achieve the Area's goals throughout the year. In addition to the preceding evaluation overview, see the attached CHP 453M, *Area Management Evaluation Occupational Safety*, which was used as a guide for the command's evaluation.



M. A. RASMUSSEN, Captain  
Commander

Attachment

*Safety, Service, and Security*

## Memorandum

APR 04 2008

Date: April 2, 2008

To: Golden Gate Division  
Attention: Assistant Chief Debbie Vertar

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Nimitz Inspection Facility

File No.: 347.9443.08-011

Subject: DIVISION FOCUS – MARCH 2008

## OCCUPATIONAL SAFETY PROCEDURES AND PRACTICES

As requested in the Area Commanders memorandum from Golden Gate Division dated February 29, 2008, requesting that commanders evaluate command operations and compliance with Department policy. The following is the Nimitz Inspection Facility's response for the March Division Focus Item we are to report on.

All uniformed and non-uniformed personnel assigned to the Nimitz Inspection Facility thoroughly understand the importance of Occupational Safety in the work place. A review of the Nimitz Inspection Facility's occupational safety program showed that the administration of the Department's occupational safety program is effective. The Facility has realistic goals of zero that are supported by the injury and accident free record of the Facility.

All personnel at the Facility are involved in the program. The Commander and both Facility Supervisors are active and stress the importance of safety as well as ensure that all employees follow the proper safety practices and utilize required safety equipment. The high level of involvement by employees is demonstrated by their participation and interest in safety that the supervisors have injected into the Occupational Safety Program.

If you have any questions, please contact Lieutenant Henry Romero at (510) 794-3658. Thank you for continuing support.



H. ROMERO, Lieutenant  
Commander

*Safety, Service, and Security*

**M e m o r a n d u m**

Date: April 2, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
San Francisco Area


File No.: 335.12544.10634

Subject: DIVISION FOCUS 2008, OCCUPATIONAL SAFETY

The San Francisco Area occupational safety goals are developed with consideration towards environmental factors, exposure factors, and past experience/trends. Upon setting these goals, illness and non-serious/traumatic injuries are excluded from consideration. Occupational safety goals are appropriately categorized in accordance with departmental goal category headings (e.g., recordable vehicle/motorcycle accidents, preventable recordable vehicle/motorcycle accidents, serious/traumatic injuries, accidental discharge of weapons). As an Area office that experiences a constant flow of and sometimes high volume of new officers, the San Francisco Area Command Occupational Safety Committee has set realistic goals for the Area consistent with departmental objectives.

Attaining goal accomplishments are a constant challenge. The San Francisco Area's year-to-date statistics are as follows: 1) One non-preventable motorcycle collision, 2) Two preventable vehicle collisions, and 3) No disabling injuries. We continue to emphasize the importance of these on-going goals through proper training, CHP 100 form comments, annual evaluations, Area orientation/knowledge, supervisor ride-alongs, shift briefings, sharing past experiences and trends, and the philosophy that we cannot help unless we get there. The Area also has a 3' x 2' board prominently displayed, which shows our Area goals and accomplishments to date. The employees are strongly encouraged to offer suggestions regarding the accomplishment of our goals either vocally, or in writing thorough our suggestion box. The employees are also encouraged to use these methods of communication as a way of reporting any unsafe or unhealthy work conditions, procedures or work practices.

All ranks within the Area monitor and are actively involved in the Command Occupational Safety Committee (COSC). The Captain, as well as the Occupational Safety Coordinator, attends the Division Occupational Safety Committee (DOSC) meetings together on a regular basis. The information and ideas obtained at these meetings are taken back to the Area office and shared with the rest of the committee members during the COSC meetings. These meetings consist of the identification of new or potentially new hazards within the Area, and discussion of recent collisions or disabling injuries.



PAUL FONTANA, Captain  
Commander

*Safety, Service, and Security*

AREA <b>340</b>	DIVISION <b>GOLDENGATE</b>	NUMBER <b>301</b>
EVALUATED BY <b>G. HAGEN</b>		DATE <b>7/22/08</b>

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE <b>08/25/08</b>	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No BY _____		COMMANDER'S REVIEW	DATE
1. GOALS AND ACCOMPLISHMENTS		EVALUATED	ACTION REQUIRED
			CORRECTED

a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Occupational Safety Manual, Chapter 13? **ALTHOUGH NO CH. 1 CURRENTLY IN MANUAL** ☒ Yes ☐ No

(1) Are goals developed in accordance with departmental policy? ☒ Yes ☐ No

(2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals? ☒ Yes ☐ No

(3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals? ☒ Yes ☐ No

(4) Are goals appropriately categorized? ☒ Yes ☐ No

(5) Are goals realistic? ☒ Yes ☐ No

(6) Are goals consistent with departmental objectives? ☒ Yes ☐ No

(7) Is input from all levels considered before goals are established? ☒ Yes ☐ No

b. Are goals being accomplished? ☒ Yes ☐ No

(1) Accurate reporting on CHP 113, Accident and Injury Report? ☒ Yes ☐ No

(2) Are accidents increasing? ☐ Yes ☒ No

(3) Are injuries increasing? ☐ Yes ☒ No

(4) Why are they increasing/decreasing? **REMAIN RELATIVELY CONSISTENT.**

(5) Is CHP 113, Accident and Injury Report, posted or readily accessible? ☒ Yes ☐ No

(6) Are employees knowledgeable about goals and achievements? ☒ Yes ☐ No

(7) Are employees providing suggestions toward goal attainment? ☒ Yes ☐ No

2. PARTICIPATION		EVALUATED	ACTION REQUIRED	CORRECTED
a. Commander actively involved in program?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Commander active in injury/illness case management?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is the commander's attitude regarding occupational safety?				

**CAPT. WAYNE IS AND HAS MADE OCC. SAFETY A PRIORITY!**



**AREA MANAGEMENT EVALUATION  
OCCUPATIONAL SAFETY**

CHP 453M (Rev. 5-06) OPI 009

(3) Occupational safety issues discussed at staff meetings and training days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are safety issues in the meeting minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Commander comments regarding safety issues in performance evaluations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander ensure use of appropriate safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are managers/supervisors actively involved in the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are managers/supervisors involved in case management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do they have the appropriate attitude?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are supervisors monitoring employees' efforts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do managers comment on safety issues in performance evaluations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Do supervisors comment on safety issues in performance evaluations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Do managers/supervisors ensure the use of proper safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are employees actively involved in the Occupational Safety Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are employees involved in their case management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are employees knowledgeable about safety goals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are they aware of the command's achievements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are employees practicing safety while performing their duties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are employees reporting unsafe conditions and/or work practices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Do employees work cooperatively to minimize hazards?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Do employees offer suggestions to improve occupational safety?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is employee equipment properly used and maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

3. ACCIDENT AND INJURY TRENDS	EVALUATED	ACTION REQUIRED	CORRECTED
a. Commander's method of identifying trends?	<i>INPUT FROM OCC. SAFETY COORD., QUARTERLY OCC. SAFETY MEETINGS AND COUNCIL MEMBER.</i>		

(1) Are accidents and injuries being monitored to identify trends?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are personnel in the command aware of current and potential trends?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. What corrective action has the command taken when a trend has been identified?	<i>NO TRENDS IDENTIFIED</i>	

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**OCCUPATIONAL SAFETY**  
CHP 453M (Rev. 5-06) OPI 009

(1) Are commanders, managers, and supervisors actively implementing corrective actions?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>	<b>CORRECTED</b>	
a. What is the composition of the COSC? <i>PAPT., LT., DEC. SAFETY SGT., AND 10 OFFICERS, CLERICAL SUP. AND AUTO. SUP.</i>				
(1) Is there representation from each collective bargaining unit?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Management and supervisory representation?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Command Safety Coordinator assigned?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Command Safety Coordinator active and effective?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are committee assignments rotated?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) COSC meetings held quarterly?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are meetings held more frequently when goals are not being attained?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(8) Do all committee members attend the meetings?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are roles and responsibilities defined in accordance with IIPP?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do committee members understand their roles and responsibilities?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is an agenda prepared prior to the meeting?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are these minutes utilized for Area meetings?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are assignments given during Area meetings?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Minutes prepared for the COSC meeting?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Recording secretary appointed?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Minutes posted on command's Occupational Safety Board?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are minutes included in IIPP file?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Minutes maintained current year, plus three?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Minutes forwarded through channels?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the COSC effective?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are COSC recommendations clear, concise and pertinent to the command?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) COSC proactive to eliminate potential causes of accidents and injuries?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) COSC disseminate current information and training regarding health and safety issues?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Do all personnel receive current information regarding health and safety?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are outside agency safety programs utilized as a resource?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Does the command maintain an effective health and safety communications system?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION  
OCCUPATIONAL SAFETY**

CHP 453M (Rev. 5-06) OPI 009

(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all members of the command participate in distribution of safety and health information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) COSC minutes posted in a timely manner?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Required posters prominently displayed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) COSC maintain the Command Occupational Safety Bulletin Board?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. DOCUMENTATION</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are required injuries and illnesses logged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Entries made within six working days of notification of an employee injury or illness?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is lost-time and limited-duty documentation accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Retention according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Readily accessible for review by Cal-OSHA?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Previous calendar year log posted during February?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Commander review and sign?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) CHP 113s and attachments processed in a timely manner?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are semiannual safety inspections conducted? <i>VISUALLY/VERBALLY</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are safety hazards identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is corrective action taken within 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Measures taken to correct situation within 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are the CHP 121 series thoroughly and accurately completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Supervisory comments in-depth, clear, and concise?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Commander signature on appropriate forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

(3) Routed within time frames?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Supervisor comments in-depth, clear, and concise?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Commander review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Commander signs appropriate form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Properly routed within time limits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Safety recognition emblem summary current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Copies maintained with IIPP file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. INJURY AND ILLNESS PREVENTION PROGRAM</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. Command specific IIPP on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the program effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Contains all required documents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Discussed with all employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) All employees understand their roles and responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are unsafe hazards or conditions identified, investigated, corrected, and documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is required documentation maintained according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. COMMUNICATION WITH DOSH</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. Employees aware of procedures regarding DOSH inspections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Command's documents readily available for review by DOSH Compliance Officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. HAZARDOUS SUBSTANCE PROGRAM</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>
a. Does command have a written Hazardous Substance Program for substances used within that command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hazardous substances identified and properly labeled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Warning signs posted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Material Safety Data Sheets readily available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Employees receive training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION  
OCCUPATIONAL SAFETY**

CHP 453M (Rev. 5-06) OPI 009

(5) Training documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(6) Employees informed of their right to applicable medical and exposure information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>9. HAZARDOUS EXPOSURE CONTROL PROGRAMS</b>	<b>EVALUATED</b>	<b>ACTION REQUIRED</b>	<b>CORRECTED</b>
a. Activities identified within command that may require exposure to hazardous conditions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Appropriate engineering and/or administrative controls implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Protective equipment provided in accordance with bargaining unit agreements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Employees trained on use and maintenance of equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Training documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

## M e m o r a n d u m

Date: April 24, 2008

To: Golden Gate Division  
Attention: Chief Cathy Sulinski

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
San Jose Area

File No.: 340.11167

Subject: DIVISION FOCUS MEMO MARCH 2008

As requested in the Area Commanders memorandum from Golden Gate Division dated January 28, 2008, the following is the San Jose Areas response for the critical function for March 2008.

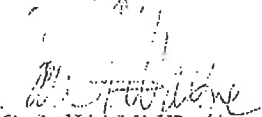
**AREA OCCUPATIONAL PROCEDURES AND PRACTICES**

The San Jose Area Occupational Safety program is overseen by the Area commander. The commander has made occupational safety a priority in the command and is working closely with the assigned Command Safety Coordinator (CSC) to improve conditions in the San Jose Area. A recent facility inspection was conducted by the CSC and several items were identified which may impact safety of personnel. Those conditions are currently being improved.

The commander attends all of the Division Occupational Safety meetings and then conducts an Area Occupational Safety meeting where information is brought to the Area level and applied as necessary. The commander also discusses workplace safety on each training day, during staff meetings, and at shift briefings.

With the recent high rate of accidents involving officers with a short tenure on the job, the Drive Safe Team has been reinstated, which is mandatory for officers assigned to attend. This was a very successful program under the past commander who had experienced similar problems.

The San Jose Area has an outstanding staff who willingly bring forth suggestions or methods to improve workplace safety and are fully aware that safety is the priority at all levels in the Command.

  
C. J. WAYNE, Captain  
Commander

*Safety, Service, and Security*

## Memorandum

Date: April 8, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Hayward Area

File No.: 345.13306.12533

Subject: DIVISION FOCUS – MARCH 2008, OCCUPATIONAL SAFETY

As requested in the Area Commanders memorandum from Golden Gate Division dated January 25, 2008, the Hayward Area continues to evaluate command operations. The following is Hayward Area's response to the Division Focus for March 2008, Occupational Safety.

### OCCUPATIONAL SAFETY

The Hayward Area continues to provide a safe and healthy work environment and eliminates conditions and work practices that could result in injury to employees and loss or damage to CHP property. Each employee in the Area works toward this goal on a daily basis.

The Hayward Area has a large Occupational Safety board which tracks the number of accidents and injuries involving departmental employees and contains the Area's yearly goals. Current accidents and injuries are discussed at staff meetings, training days and during briefings in an effort to learn from these incidents. Current and relevant occupational safety reminders are placed on each officer's evaluation form every month as well.

The Area commander and the Area Occupational Safety Coordinator attend quarterly Division Occupational Safety Committee meetings and conduct Area Occupational Safety Committee meetings. The Area coordinator also places photos and posters throughout the office to remind all employees to work in safe manner and report any unsafe conditions immediately.

If you have any questions, please contact myself or Lieutenant Pilon at (510) 489-1500.



E. L. FALAT, Captain  
Commander

**M e m o r a n d u m**

01-04

Date: April 3, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Santa Rosa Area

File No.: 360.9763.14058

Subject: DIVISION FOCUS - OCCUPATIONAL SAFETY - MARCH 2008

Using HPH 22.1, Chapter 12 as a guide, Area evaluated command effectiveness concerning occupational safety procedures and practices. Occupational safety and injury and illness prevention remains a constant command priority. Managers are actively involved in the occupational safety meetings, and regularly discuss safety and injury prevention at staff meetings and during briefings and training days. The "Wellness Board" is maintained and updated by a manager. The Commander attends Division Occupational Safety Committee meetings, accompanied by the Command Coordinator, a supervisor. Area's occupational safety goals are realistic and obtainable.

In March 2008, an Area Management Evaluation – Occupational Safety, CHP 453M, was completed. Area is in compliance with all applicable statutes and policy concerning occupational safety, and illness and injury prevention.

Specifically related to Illness and Injury Prevention; Area enjoys an outstanding rapport with our SCIF adjuster, which facilitates immediate attention to the medical needs of our injured or ill employees.

If you have any questions concerning this memorandum, please contact Lieutenant Greg Tracey at (707) 588 – 1400.

  
KELLY YOUNG, Captain  
Commander

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**M e m o r a n d u m**

Date: April 15, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Solano Area

File No.: 365.11759.Focus00308

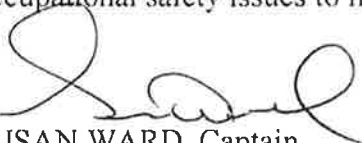
Subject: DIVISION FOCUS – MARCH 2008 - OCCUPATIONAL SAFETY

Solano Area places a high emphasis on occupational safety in and around the workplace. The Area has an assigned supervisor who attends the Division Occupational Safety Committee (DOSC) meetings along with the Commander whom then disseminate the meeting information at training days, the AOSC meetings, and during informal peer group discussions.

Area supervisors are required and expected to ride along with their personnel each quarter and emphasize the importance of a safe workplace. Policy resources, such as the EAP/IIPP, are identified by location and content and are reviewed with all personnel. Supervisors make occupational safety comments on the officers' time and activity form, CHP 100. Area communications concerning a safe and healthful workplace are strongly encouraged. In addition, Golden Gate Division's reinstitution of user's meetings as a means of improving communications between Areas and dispatch has proven to be beneficial to all involved.

Each injury sustained by a member of the Area is closely reviewed and discussed by the Lieutenants and the Commander. The discussion focus is on the health and welfare of the member, yet prevention and accountability are important considerations. Occupational safety posters have been developed and sponsored for statewide program consideration by the Solano Area. On a quarterly basis, the Commander works directly with the Area representative from SCIF to try and close as many open claims as possible to reduce the Departments' monetary expenses. The Lieutenants are assigned to case management and report the claimant's status on a continual basis.

Solano Area's management team places a strong emphasis on occupational safety by actively observing and supporting safe workplace practices and by encouraging staff to bring unsafe occupational safety issues to management's attention without delay.



SUSAN WARD, Captain  
Solano Area Commander

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**M e m o r a n d u m**

Date: April 3, 2008

To: Golden Gate Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Cordelia Inspection Facility

File No.: 366.14378

Subject: DIVISION FOCUS - OCCUPATIONAL SAFETY

Sergeant Brian Sprang, of this command, recently conducted a review of Cordelia Inspection Facility's Occupational Safety Program. The review was to insure that the requirements of the Department's Occupational Safety Manual, HPM 10.6, were being met.

The uniformed and non-uniformed personnel assigned to the Cordelia Inspection Facility have a solid understanding of their role with regards to the Department's commitment to maintaining a safe working environment. These employees are knowledgeable of the Facility's occupational safety goals and attempt to perform their duties in a safe and prudent manner. Unsafe conditions are brought to the attention of supervisors and are addressed in a timely manner. The employees also work cooperatively to identify and minimize potential hazards. Suggestions for safety improvements are frequently discussed during shift briefings, at Area Training Days, and Area Occupational Safety Committee Meetings.

Managers and supervisors are equally active in the occupational safety program. They identify potential hazards and take the appropriate action to eliminate or minimize any unsafe conditions. They also provide feedback and comments on both safe and unsafe practices. This is done primarily through monthly CHP 100C's, which contain Occupational Safety Comments and personal observations. In addition, briefing items and comments on annual evaluations are also utilized. Employees on injury leave or limited duty status are carefully monitored upon their return to duty in an effort to avoid the re-aggravation of their injuries. All required occupational safety reports are submitted in a timely manner.

If there are any questions or concerns regarding this issue, please feel free to contact me at the Facility.



M. A. FERRELL, Lieutenant  
Commander

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**M e m o r a n d u m**

Date: April 4, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Marin Area

File No.: 350.014871.14004

Subject: DIVISION FOCUS-OCCUPATIONAL SAFETY

The Marin Area occupational safety goals are appropriately categorized in accordance with departmental goal category headings (e.g., recordable vehicle/motorcycle accidents, preventable recordable vehicle/motorcycle accidents, serious/traumatic injuries, accidental discharge of weapons). The Marin Area Command Occupational Safety Committee (COSC) has set realistic goals for the Area consistent with departmental objectives. The Marin Area prides itself on its cooperation and support from all staffing levels. If a potential hazard or issue is observed, it is brought to the immediate attention of the Occupational Safety Coordinator.

Additionally, the Captain and the Occupational Safety Coordinator attend the Division Occupational Safety Committee (DOSC) meetings together on a quarterly basis. The information and ideas obtained at these meetings are taken back to the Marin Area office and shared with the rest of the committee members during the COSC meetings. All ranks, along with representatives from all non-uniform work classes within the Area, monitor and are actively involved in the COSC. Along with Statewide topics discussed, the identification of new or potentially new hazards within the Area, the Area's progress in rectifying previously identified hazards (action items), and the discussion of recent collisions or disabling injuries, with focus on eliminating reoccurrences, is discussed and new action items are assigned and followed-up on by the Occupational Safety Coordinator.

In summary, attaining goal accomplishments is a constant challenge. The Marin Area's year-to-date accomplishments are as follows: 1) No preventable motorcycle collisions; 2) One preventable vehicle collision for the calendar year; 3) Two disabling injuries. These numbers support a minimal decline in all recordable categories in the Marin Area over the last three years. We have attained these figures through proper training, CHP 100 form comments, annual evaluations, Area orientation, supervisor ride-alongs, shift briefings, immediate response and follow-up of potentially hazardous action items identified during COSC meetings, and sharing past experiences and trends.



R. J. MOREHEN, Captain  
Commander



## Memorandum

Date: April 9, 2008

To: Golden Gate Division  
Attention: Assistant Chief Debbie Vertar

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Dublin Area

File No.: 390.11767

Subject: DIVISION FOCUS 2008 -- OCCUPATIONAL SAFETY

Using HPG 22.1, Chapter 12 as a guide, Dublin Area assessed its Occupational Safety procedures and practices. Sergeant John Martinho is the supervisor in charge of the Dublin Area Occupational Safety program. He is joined on the Command Occupational Safety Committee by Captain Mueller, Chair; Louie Jackson, Simon Decasas, Rhonda Ware as well as a group of uniformed officers from various assignments. Meetings are announced in advance and ideas are solicited from all Dublin Area employees.

Sergeant Martinho has been briefed on all the requirements contained in HPM 10.6 and 10.7, and has ensured that all employees are aware of the Area Injury Illness Prevention Plan. Sergeant Martinho conducted quarterly inspections of the facility to ensure all potential safety hazards are identified, addressed and removed. Monthly updates to Golden Gate Division are compiled by Ms. Rhonda Ware and provided to the Field Support Unit before the fifth of the following month. CHP 113's are completed every quarter.

All employees are aware that it is their responsibility to conduct themselves in the proper and safe manner and to inform their supervisors of any potential hazard. Injuries and illnesses are documented on the CHP 121 and completed within the designated timeframe. Injured employees are supported and encouraged to return to duty when practical.

Division Focus – Occupational Safety

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April 9, 2008

The Dublin Area has current Occupational Safety Goals of three (3) preventable collisions, one (1) preventable motorcycle collision, three (3) preventable traumatic disabling injury and zero accidental discharges. These goals were developed after analyzing three years of occupational safety statistics and discussion at the Command Occupational Safety committee. Currently we have experienced one preventable patrol car collision and are on track to accomplish our motorcycle collision and injury goals.

  
M. M. MUELLER, Captain  
Commander

**M e m o r a n d u m**

Date: April 1, 2008

To: Golden Gate Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Oakland Area

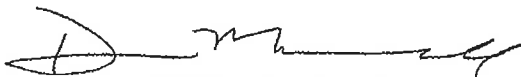
File No.: 370.12322.15344

Subject: DIVISION FOCUS MARCH 2008 - OCCUPATIONAL SAFETY  
PROCEDURES AND PRACTICES

The Oakland Area recently completed a Division Focus review of the command's occupational safety procedures and practices.

The review indicated we have a successful program and that all members of the command work together to promote employee safety and well being. To date, Oakland Area is projected to meet or exceed goals related to preventable patrol vehicle collisions, preventable injuries, and accidental discharges.

With regard to addressing occupational safety at training days and shift briefings, the Oakland Area maintains an open line of communication with all personnel and allows time for concerns to be brought forward during these meetings. Those concerns are then utilized to address and immediately correct any problem areas. The hope is that issues surrounding occupational safety are openly spoken about, so that they may be addressed even before they become a problem. Furthermore, to help assist with occupational safety concerns, copies of the *Emergency Action Plan* and *Injury and Illness Prevention Program* have been conspicuously placed within the briefing room of the Oakland Area. This allows for free access and serves as a constant reminder to maintain occupational safety as a priority.



D. E. MORRELL, Captain  
Commander

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